

AREA GENERAL PLAN

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The purpose of the Area General Plan is to illustrate a basic layout of a proposed subdivision prior to the preparation of a Preliminary Plat.

A single tract may be conveyed from a parent parcel of 30 acres or more without approval of a preliminary or final plat, provided that an area general plan is approved by the City Council and that the lots created are not

developed or further subdivided. The Area General Plan should incorporate existing conditions of the site into the design of the subdivision, including any adjacent roads, trails, bike paths, or land uses, which may impact the site.

An Area General Plan (AGP) is otherwise not required unless it is part of an Annexation Agreement, waiver request, or other proposed

action. The AGP is a simple, low-cost document that can assist both the developer and City in identifying issues prior to preliminary plat submittal.

An AGP, when not required, will be received and commented on by City Staff. The comments will be forwarded to the subdivider.

CONTENTS OF THE AREA GENERAL PLAN & APPLICATION

The Planning Department has an application form which you will need to complete that is included in this application package. It is often helpful to meet with City staff prior to the submission of the application or to schedule an appointment to review your application when it is formally submitted. Staff cannot supply you with legal advice, nor is it required, but you are welcome to bring your attorney, architect, builder, or anyone else you believe will be helpful to any meetings.

The application asks for a variety of information including name and address of the applicant and subdivider;

existing zoning classification; current and proposed land use; a legal description of the subject property; an area general plan; and other relevant characteristics about the subject property.

The AGP should be drawn in a size and scale that will clearly show contiguous and adjacent parcels owned wholly or in part by the owner or subdivider or for which the owner or subdivider has an option to purchase, or any other interest, as well as property within 200 feet of the subject property; the existing and proposed zoning districts and land uses; natural features and floodplain boundary; existing streets and

alleys, sanitary sewers, storm sewers, and water lines; proposed street layout, including functional classification and connection to existing street patterns; and a conceptual outline of a stormwater management plan.

Five copies of the AGP should be submitted to the Planning Department for review. When the AGP is required under Section 31-311 of the City of Champaign Municipal Code, general approval procedures will be followed, except there will not be an outside review process.

CITY OF CHAMPAIGN PLANNING DEPARTMENT

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AREA GENERAL PLAN APPLICATION WORKSHEET

Please use this worksheet as a guide when filling out your Area General Plan Application. If applications are not complete, they will not be reviewed by Planning Staff. If you have additional questions not answered by this worksheet, please contact the Planning Department.

SECTION AND INSTRUCTIONS	COMPLETE	NOT NEEDED
1. APPLICANT & CONTACT INFORMATION		
<ul style="list-style-type: none">Provide the full name, address, phone number, and email address for the applicant and primary contact person, if other than applicant.	<input type="checkbox"/>	
2. OWNER INFORMATION		
<ul style="list-style-type: none">Provide the full name, address, phone number, and email address for the owner.	<input type="checkbox"/>	
<ul style="list-style-type: none">Please also check the box whether the owner is a Trust, Corporation, LLC, Not-for-Profit, or Partnership. If “yes” is checked, provide the following information for the applicable type of owner:<ul style="list-style-type: none">For trusts, please disclose beneficial interest on bank or trust stationery. The disclosure should be of all beneficial owners, as well as anyone with the power of direction over the land trust. Provide full names, addresses, and phone numbers.For partnerships, please provide full names, addresses, and phone numbers for all partners, and state whether they are general or limited.For limited liability corporations, please provide full names, addresses, and phone numbers for all managers and members of the limited liability corporation.For corporations, please provide full names, addresses, and phone numbers for all shareholders if the stock is <i>NOT</i> publicly held. If the stock is publicly held, please provide information for those persons owning or controlling 5% or more stock.For not-for-profit corporations, please provide full names, addresses, and phone numbers for all members of the board (or controlling entity) and the manager (or head of the organization).	<input type="checkbox"/>	<input type="checkbox"/> This information will not be needed because the owner or owners is/are individuals not requiring additional submissions.
3. PROPERTY INFORMATION		
<ul style="list-style-type: none">Indicate the property’s address.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the Parcel ID Number. This number can be determined by contacting the Champaign County Assessor’s Office or by looking on your tax bill.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the property’s current zoning classification.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the property’s current land use.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the property’s proposed land use.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the property’s gross acreage.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate the acreage of the subdivided property..	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate whether the property is within City Corporate Limits.	<input type="checkbox"/>	
<ul style="list-style-type: none">Indicate whether the subdivision is within the City’s Extraterritorial Jurisdiction.	<input type="checkbox"/>	

SECTION AND INSTRUCTIONS**COMPLETE****NOT
NEEDED****4. CONSULTANT INFORMATION**

- Provide the name, firm name, address, phone number, and email address of the consultant. If additional consultants were used for this project, please indicate on a separate sheet by providing the same information. Indicate this sheet by titling the page "Additional Consultant Information".

☐**5. LEGAL DESCRIPTION OF PROPERTY**

- Please include the complete property description as set forth in a deed, mortgage, or other similar legal document. If additional space is needed, please attach a separate sheet. Indicate this sheet by titling the page "Legal Description of Property".

☐**6. REASON FOR REQUEST**

- Please choose one of the four reasons listed or choose other and specify reason. Explain reason in the space provided.

☐**7. APPLICANT SIGNATURE**

- By signing this petition, you are certifying that you have read the application, have provided the necessary documentation as listed under the Application Checklist, and that you fully understand the information listed under the Notice to Applicants section.

☐**CHAMPAIGN MUNICIPAL CODE**

- This section contains applicable Code sections. Additional information can be found in the City of Champaign Municipal Code, Chapter 31, otherwise known as Subdivision Regulations. This document can also be found online through the City's website.

AREA GENERAL PLAN REQUIREMENTS

- This section provides information on the requirements of submitting a site plan.

NOTICE TO APPLICANT

- This section provides additional information that applicants and other interested parties should be aware of, including the recommendation of a pre-application meeting with City staff as well as other pertinent information.

ATTACHMENTS

- A. Please attach a copy of the deed or other proof of parcel ownership.
- B. Please attach all certified covenants, easements, or conditions which restrict the use of the subject parcel or restrict the structure or what may be placed on the subject parcel. This requirement applies to any covenants, easements, or conditions which are contained in the deed of the subject parcel, including those contained in the subdivision plat or owner's certificate. Make sure to check either "I have attached these documents" or "There are no covenants, easements, or conditions that relate to this property".
- C. Please attach 4 full-size (24 in. x 36 in.) and 2 half-size (11 in. x 17 in.) copies of the Area General Plan. See Area General Plan Requirements section for requirements.

☐☐☐**OWNER AUTHORIZATION FORM**

- If the applicant is *NOT* the owner of the property, please have the owner or owners' agent sign the appropriate section and have the signatures notarized to authorize said applicant to process the application.
- Please refer to the specific sections on the application form for information required.
- Please refer to the opposite side of this form for additional submission requirements if owner is *NOT* and individual.

☐☐

This section is not needed if the applicant is the owner of the property.

Please fully review the application and make sure that any and all applicable documentation has been made and all supplemental materials are attached prior to submission to the City of Champaign Planning Department. Incomplete applications will not be processed.